

(Should be submitted in Triplicate)

**APPLICATION FOR PREQUALIFICATION
TO BID
CONSTRUCTION PROJECT**

Response Due Date: April 6, 2015 – 2:00pm

Project Name: The Park @ City Center Expansion

Bid #: PQ – 01 - 2015 CPL Project #: 13362.00

Type Project: Site Improvements

Description: Furnish labor, materials and equipment for the grading and site improvements to expand the existing Park @ City Center in the City of Woodstock. The expanded facility is to be constructed along the north side of Arnold Mill Road, just east of Main Street. Improvements will include the construction of concrete sidewalks and plazas, street lights and street trees, parking, utilities and the construction of a large open space park. In addition, the park will require specialty construction for fine grading, large turf areas, subsurface drainage, retaining walls, park furnishings, landscaping, irrigation and may involve the construction of a public building.
Current Cost Estimate: \$2.4 million.

**CONTRACTORS QUALIFICATION
STATEMENT AND QUESTIONNAIRE**

NAME OF PROJECT: The Park @ City Center Expansion

NAME OF OWNER: City of Woodstock

NAME OF PROPOSED CONTRACTOR: _____

CITY OF WOODSTOCK USE ONLY

Approved: _____ Not Approved: _____ Date: _____ Init.: _____

COMPANY NAME: _____
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I. INSTRUCTIONS

- A. **All** questions are to be answered in full, without exception. If copies of other documents will answer the question completely, they may be attached and **clearly labeled with the section, name, item number and page number (ex. III, B, 1)**. If additional space is needed, additional pages may be attached and **clearly labeled with the section, name, item number and page number (ex. III, B, 1)**.
- B. The Owner, **City of Woodstock**, its agents and representatives, shall be entitled to contact each and every reference listed in response to this questionnaire, and each entity referenced in any response to any question in this questionnaire. The Contractor, _____, (hereinafter “Contractor”), by completing this questionnaire, expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the owner.
- C. Only complete and accurate information shall be provided by the Contractor. The Contractor hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The Contractor also acknowledges that the Owner is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a question was provided by the Contractor, knowing it was false, it shall constitute grounds for immediate termination or rescission by the owner of any subsequent agreement between the Owner and the Contractor. The Owner shall also have and retain any other remedies provided by law.
- D. If there are any questions concerning the completion of this form, the Contractor is encouraged to contact the Owner’s representative, **Kevin J. McOmber, P.E. at Clark Patterson Lee**, telephone **770-831-9000, ext. 3010** or at kmcomber@clarkpatterson.com.
- E. Three (3) copies of the completed forms are due in the City of Woodstock Annex, 12453 Highway 92, Woodstock, Georgia 30188 no later than **2:00pm, Monday, April 6, 2015**.
- F. This form, its completion by the contractor, and its use by the Contractor, and its use by the Owner, shall not give rise to any liability on the part of the Owner to the Contractor or any third party or person.

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II. GENERAL BACKGROUND

A. Current name and address of Contractor:

1. Company Name: _____
Mailing Address: _____
City: _____
State: _____ Zip: _____

Business Location Address: _____
City: _____
State: _____ Zip: _____
Contact Person: _____
Telephone: _____ FAX: _____

2. Company is: ___ PROPRIETOR
 ___ CORPORATION
 ___ PARTNERSHIP

(See affidavits for each at end of this application)

3. Company is: Licensed to conduct business in State of Georgia

___ YES State of Georgia Contractors License Number

___ NO

- B. Current President or Chief Executive Officer: _____
Years in that position: _____
- C. How many years has company been in continuous business: _____
- D. Number of Permanent Employees: _____

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E. Information on other Principals/Officers and the length of time with the company:

<u>Name</u>	<u>Title</u>	<u>Years</u> *
_____	_____	_____
_____	_____	_____
_____	_____	_____

* Indicate those authorized to sign contracts.

F. Supervisory/Foremen Information:

Name	Title	Years with Firm	Years Experience
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

G. I. Worksite Erosion Control Supervisor:

Name: _____
Years employed with this company as a Worksite Erosion Control Supervisor: _____
Certificate's Issuer: _____
Certification Card #: _____
Certification Card Expiration Date: _____
Certification I.D. #: _____

II. ONSITE PROJECT MANAGER:

Name: _____
Years employed with this company as an Onsite Project Manager: _____

I hereby certify the above response is true and correct.

(Principal / Officer)

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H. Regular / After Hours Persons:

Name	Title	Telephone Regular	Telephone After Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

III. BONDING

- A. What is the Contractor's current bonding capacity with a contract surety company?
\$ _____ (Maximum)
- B. What is the Contractor's current bonding capacity with a contract surety company?
\$ _____ (Single)
- C. What is your approximate remaining bonding capacity? \$ _____

**NOTE: IN SPACES BELOW LIST NAME OF BOND OR SURETY COMPANY
ACTUALLY PROVIDING BID AND PAYMENT/PERFORMANCE BONDS**

- D. Please identify the Contractor's surety company and the current line of bonding credit that company has extended to the Contractor.

- Bond/Surety Company: (Bid) _____
Address: _____
City: _____
State: _____ Zip: _____
Contact Person: _____
Telephone: _____ FAX: _____
Bonding Credit: _____
- Bond/Surety Company: (Payment & Performance) _____
Address: _____
City: _____
State: _____ Zip: _____
Contact Person: _____
Telephone: _____ FAX: _____
Bonding Credit: _____

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- E. Please give the name, address, and telephone number of your current surety agent or underwriting contact:

Company: _____
Address: _____
City: _____
State: _____ Zip: _____
Agent/Contact Person: _____
Telephone: _____ FAX: _____

IV. EQUIPMENT INVENTORY

- A. Major Equipment Available for Construction of this project (i.e. excavators, backhoes, loaders, etc.) Attach computer inventory listing if available:

Type of Equipment	Model	Number of Units
_____	_____	_____
_____	_____	_____
_____	_____	_____

- B. Specialized Equipment/Services available for construction of this project (i.e. tapping machine, boring machine, compaction equipment, chlorinator, trench box, survey equipment, hydroseeder/mulcher, etc.) Attach computer inventory listing if available:

Type of Equipment	Manuf./Model Subcontract/Own/Lease
_____	_____
_____	_____
_____	_____

- C. Complete the following list for each sub-contractor normally used for the specialty work of erosion and sedimentation control, tunneling, pavement restoration and blasting (furnish copy of blasting certificates). Use attachments as needed.

Sub-Contractor	Type of Work
_____	_____
_____	_____
_____	_____

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V. *IMPORTANT REQUIRED INFORMATION*

To be attached to completed application:

- A. Biographical/Experience summary for each of the company's principals, supervisors, and foremen.
- B. Current "Certificate of Liability Insurance" showing coverage limits for Liability and Workman's Compensation Insurance.
- C. Copy of current "State of Georgia Contractors License".
- D. Copy of current "State of Georgia, Office of the Secretary of State" Corporate Registration to do business in the State of Georgia.

VI. *COMPANY EXPERIENCE – SIMILAR PROJECTS*

Beginning on the following pages PQ 8 through PQ 11, list at least four (4) projects completed by your firm in the last five (5) years. List projects that most closely resemble the work proposed under this bid. Describe projects in terms of degree of difficulty, problems encountered, similarities with proposed bid project, etc., or any pertinent information that might be used to evaluate your request for prequalification. Be certain to include information that identifies the minimum prequalification criteria identified at the end of this document.

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A. Project No. 1

Project Name: _____
Location: _____
Description: _____

Project Owner: _____
Address: _____
Contact Person: _____
Contact Person Telephone: _____

Project Engineer: _____
Address: _____
Contact Person: _____
Contact Person Telephone: _____

Contract Bid Amount: \$ _____
Final Contract Amount: \$ _____

Contract Completion Time: Established Days: _____
Actual Completion Days: _____

Contract Dates: Notice to Proceed: _____
Final Completion Date: _____

Completed under the NPDES Permit for Storm Water Discharges from Construction Activities:

_____ No
_____ Yes, indicate type of permit held by your company:
_____ Primary _____ Secondary _____ Tertiary
Permit #: _____

Comments: _____

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B. Project No. 2

Project Name: _____
Location: _____
Description: _____

Project Owner: _____
Address: _____
Contact Person: _____
Contact Person Telephone: _____

Project Engineer: _____
Address: _____
Contact Person: _____
Contact Person Telephone: _____

Contract Bid Amount: \$ _____
Final Contract Amount: \$ _____

Contract Completion Time: Established Days: _____
Actual Completion Days: _____

Contract Dates: Notice to Proceed: _____
Final Completion Date: _____

Completed under the NPDES Permit for Storm Water Discharges from Construction Activities:

_____ No
_____ Yes, indicate type of permit held by your company:
_____ Primary _____ Secondary _____ Tertiary
Permit #: _____

Comments: _____

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C. Project No. 3

Project Name: _____
Location: _____
Description: _____

Project Owner: _____
Address: _____
Contact Person: _____
Contact Person Telephone: _____

Project Engineer: _____
Address: _____
Contact Person: _____
Contact Person Telephone: _____

Contract Bid Amount: \$ _____
Final Contract Amount: \$ _____

Contract Completion Time: Established Days: _____
Actual Completion Days: _____

Contract Dates: Notice to Proceed: _____
Final Completion Date: _____

Completed under the NPDES Permit for Storm Water Discharges from Construction Activities:

_____ No
_____ Yes, indicate type of permit held by your company:
_____ Primary _____ Secondary _____ Tertiary
Permit #: _____

Comments: _____

COMPANY NAME: _____
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D. Project No. 4

Project Name: _____
Location: _____
Description: _____

Project Owner: _____
Address: _____
Contact Person: _____
Contact Person Telephone: _____

Project Engineer: _____
Address: _____
Contact Person: _____
Contact Person Telephone: _____

Contract Bid Amount: \$ _____
Final Contract Amount: \$ _____

Contract Completion Time: Established Days: _____
Actual Completion Days: _____

Contract Dates: Notice to Proceed: _____
Final Completion Date: _____

Completed under the NPDES Permit for Storm Water Discharges from Construction Activities:

_____ No
_____ Yes, indicate type of permit held by your company:
_____ Primary _____ Secondary _____ Tertiary
Permit #: _____

Comments: _____

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VII. COMMENTS

Please list any additional information that you believe would assist the Owner in evaluating the possibility of using the Contractor on this Project.

List or attach any other information which you feel is pertinent to this application but which was not requested above such as **Letters of Recommendation** from Engineer, City or County for which the above listed projects were completed, etc.

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CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation that wishes to contract with the City of Woodstock has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Woodstock, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Woodstock at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

Date

BY: Authorized Officer or Agent (Contractor Name)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 20____.

Notary Public

My Commission Expires: _____

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

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AFFIDAVIT FOR CORPORATION

STATE OF _____
SS.

County of _____

_____, being duly sworn, deposes and says:
Name
that he/she is _____ of _____
Title Company
_____, the corporation submitting the attached Application
for Prequalification, that he/she has read the same and that the same is true and correct.

Sworn to before me this _____ day of _____, 20 _____.

Officer must sign here

Sworn to and subscribed before
me this _____ day
of _____, 20 _____.

Notary Public

My Commission Expires:

Seal

COMPANY NAME: _____
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AFFIDAVIT FOR PARTNERSHIP

STATE OF _____
SS.

County of _____

_____, being duly sworn, deposes and says:
Name
that he/she is _____ of _____
Title Company

_____, the corporation submitting the attached Application for
Prequalification; that he/she has read the same and that the same is true and correct.

Sworn to before me this _____ day of _____, 20 _____.

General Partner must sign here

Sworn to and subscribed before
me this _____ day
of _____, 20 _____.

Notary Public

My Commission Expires:

Seal

COMPANY NAME: _____
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AFFIDAVIT FOR INDIVIDUAL

STATE OF _____
SS.

County of _____

_____, being duly sworn, deposes and says:
Name
that he/she is _____ of _____
Title Company

_____, the corporation submitting the attached Application for

Prequalification; that he/she has read the same and that the same is true and correct.

Sworn to before me this _____ day of _____, 20 _____.

Applicant must sign here

Sworn to and subscribed before
me this _____ day
of _____, 20 _____.

Notary Public

My Commission Expires:

Seal

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I certify to the Owner that the information and responses provided on this Application for Prequalification are true, accurate and complete. The Owner, or its designated representative, may contact any entity or reference listed in this Application. Each entity or reference may make any information concerning the Contractor available to the Owner or its designated representative.

Sworn to before me this _____ day of _____, 20 _____.

CONTRACTOR:

By: _____

Title: _____

Sworn to and subscribed before
me this _____ day
of _____, 20 _____.

Notary Public

My Commission Expires:

Seal

COMPANY NAME: _____

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FOR CITY OF WOODSTOCK USE ONLY

Project No. 1: _____

Contact Person

Tele. No.

Date Contacted

Comments: _____

Project No. 2: _____

Contact Person

Tele. No.

Date Contacted

Comments: _____

Project No. 3: _____

Contact Person

Tele. No.

Date Contacted

Comments: _____

Project No. 4: _____

Contact Person

Tele. No.

Date Contacted

Comments: _____

COMPANY NAME: _____
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IMPORTANT

MINIMUM PREQUALIFICATION CRITERIA

1. Prospective bidder **must** complete all sections of this Application and provide all documents/information requested as part of the Application for Prequalification - incomplete applications may be rejected.
2. Prospective bidder shall provide all materials as requested in *Section V – Important Required Information* including a copy of a current “State of Georgia Contractor License” with this Application for Prequalification.
3. Bonding Company must meet advertised qualifications and have **A.M. BEST Rating of A-, FSC IV or higher**. Prospective Bidder must list name of Bond or Surety Company providing bond - not just the name of Bonding Agent.
4. Separate Performance and Payment Bonds, each in the amount of 100 percent of the contract amount, will be required for the Project.
5. Prospective bidder must have been the primary contractor for projects listed in *Section VI – Company Experience* and must provide certification on Page PQ 17. A teaming approach for prequalification is acceptable to meet the minimum prequalification criteria, but will require a submittal of information from all companies involved to meet the requirements.

In determining the Contractor’s qualifications, the following factors will be considered:

The Contractor ...

- a) has previously completed work of like nature,
- b) maintains a permanent place of business,
- c) has adequate plant and equipment to do the work properly and expeditiously,
- d) has the financial resource to meet all obligations incident to this work,
- e) has appropriate technical experience,
- f) has completed projects with a high quality of workmanship,
- g) and has maintained a good working relationship with past clients.

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IMPORTANT

MINIMUM PREQUALIFICATION CRITERIA

The minimum requirements in order to be considered for Prequalification will be:

- a) The documented evidence that key staff personnel, as indicated on the list herein, have performed site improvement projects of equal or larger scope.
- b) The satisfactory completion of at least two park improvement projects that include the installation of concrete sidewalks and plazas, specialty paving (i.e. brick or concrete pavers, stamped concrete, stamped asphalt, etc.), street lights, street trees, retaining walls, street furnishings (i.e. benches, bollards, trash receptacles, etc.) or similar streetscape elements.
- c) The satisfactory completion of at least two open space landscape projects that include detailed fine grading, large turf areas (3+ acres), subsurface drainage soil profiles, landscaping and turf and landscape irrigation.
- d) The satisfactory completion of at least two public building construction projects that included the use of concrete, structural steel and masonry products.
- e) The satisfactory completion of at least two projects that involved the installation of water mains, sanitary sewer and storm water collection systems completed within the past five years. A single project that contains multiple pipelines will be given credit for all elements included.
- f) Satisfactory possession of available bonding capacity of at least \$3,600,000.00 (approximately one and one-half times the project base cost estimated), excluding bonding capacity already committed on current outstanding projects, contracts, and preliminary bid awards.
- g) Each prospective bidder is subject to prequalification by the City. Each bidder must demonstrate to the reasonable satisfaction of the City that it is a RESPONSIBLE BIDDER. In determining whether or not a bidder is responsible, the City shall follow the criteria set forth in O.C.G.A. § 13-10 Contracts for Public Works and shall consider the bidder's quality of work, general reputation in the community, financial responsibility, and previous employment on public works. To assist the City in making such determination, each bidder shall fully, completely, and accurately complete and submit an Application for Prequalification and shall furnish such other additional information as the City may require.
- h) Notification that a bidder has been initially prequalified by the City does not preclude the City from rejecting a bid prior to award of contract should it subsequently be determined that a bidder is not a responsible bidder as provided by Georgia law, and the City expressly reserves such right.